- Train a Trainer Within Each CM Activity (Ongoing)

- Status

  Train the trainer class:

  FY 2002
  - 2 CDMs certified
  - 1 Help Desk/Programmer
  - Next Class scheduled for 24 Feb 03 (3 enrolled)

  Workfile Training
  - 316 Students completed training FY02 to date

- Determine the prerequisites needed for the CM Certification and/or training guidelines.

- Status

  - Generated a list of prerequisites, posted for review, received feedback, incorporated changes, ready for finalizing.

  - Posted on Training Web Site

  - Recommend closing.

11/02/02

2

- NSLC Mechanicsburg is developing a Computer Based Training CD for distribution based on the current help files.

- Status –
    - Developed a CBT based on help files and labs with audio.
    - Putting a request for CBT on the web site.
    - Will produce and update as necessary.

Action Item# - 011023-03
Action Source   Date Due: 30 Sep 2002

- A CDM has developed and are incorporating a Personnel Qualification System (PQS) to ensure all CDM analysts have the proper CM knowledge base prior to work assignment.

- Status – Recommend closing
  - Northrop Grumman provided a package
  - Dahlgren provided a more condensed package
  - Both available for downloading and tailoring.

11/02/02   4

- A CDM has developed a Microsoft Access program that manages employee training and IDP completion. This program also notifies managers when appropriate reviews have not been conducted.

- Status
  - This application is part of another one in use by FTSCLANT. Unable to get a user guide for the IDP portion. The program would require changing more than this one process at an activity. Recommend not using but have made available on the web for those interested.

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